Modified Paper Account Listing

Date: _____

To: INTERAGENCY INTERCEPT COLLECTIONS MS A460
FRANCHISE TAX BOARD
PO BOX 419001
RANCHO CORDOVA CA 95741-9001

From: Agency Name _____
Agency Code _____

Data for the **2007** process year

	Type Code	Social Security Number	Name Control	Agency Code	Requested Amount	Account\Case Number
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						

Signature: _____

Total number of accounts submitted on this page: _____

FTB 2278 PC (REV 10-2006) SIDE 1

Modified Account Listing Information

- Use a modified account submission anytime during the process year to add, delete, or change accounts sent to us.

- Include an Interagency Intercept Transmittal form with your account submission.

- Use the 50-character record length for *electronic* modified account submissions.

    1st character position
    - **Type code:** defines the account change you request. The codes are:

        A   Add a new debtor account.

        D   Delete a debtor account. (You must also indicate a zero account balance to delete a debtor's account.)

        C   To increase/decrease the account balance or change a debtor's account/case number.

    2nd - 10th characters positions
    - **Social security number:** debtor's nine-digit identification number. The social security number cannot begin with "8."

    11th -14th characters positions
    - **Name control:** the first four letters of a debtor's last name, printed in all caps. For example, the last names McCord, O'Neal, and Lee should be written MCCO, ONEA, and LEE.
        - For electronic account submissions, make sure this entry is left-justified, and space-filled on the right side.

    15th -16th characters positions
    - **Agency code:** the two-digit code FTB assigns your agency/college. If you do not know your code, contact the intercept liaison at (916) 845-5344.

    17th -25th characters positions
    - **Revised amount:** the new/current account balance -- minus all payments and intercepts received. The amount, including decimals and cents, must be at least four numeric characters but not more than nine (with decimals implied).
        - For electronic account submissions, make this right-justified, zero-filled on left. For example, $50.16 would be 000005016. Amounts less than $10.00 will be rejected, except for zero balances which delete accounts (when accompanied by a type-code "D").

    26th -45th characters positions
    - **Account/case number:** the number your agency/college assigns accounts to distinguish each one. It can be a maximum of 20 alphanumeric characters. Use spaces as holding places for blank fields.

    46th - 50th character positions
    - **Placeholders/fillers:** input blank spaces as placeholders.

- **Signature:** the authorized agency/college official's signature to request intercept services.

- **Do not** use stickers or labels on electronic media submissions: use a permanent marker.